

Registration of Suppliers 2026
District Secretariat, Trincomalee

For Office Use

(1) Applicant's Details			
I.	Name		
II.	NIC No.		
III.	Address		
IV.	Contact Number		
(2) Business Detail			
I.	Name		
II.	Address		
III.	Business status (Tick v)	Manufacturer	
		Authorized Agent	
		Wholesale	
		Retail	
		Distributor	
IV.	Contact Detail	Landline / Fixed	
		Mobile	
		WhatsApp	
		Fax	
V.	Business Registration No*		
VI.	Bank Account Details	Name	
VII.		Bank & Branch	
VIII.		Account No	
IX.	VAT *	Registration No	
		Validity Period	
X.	For Constructions *	CIDA Registration No	
		Validity Period	
(3)	Registration Fees *	Amount Paid	
		Receipt No	
		Paid Date	

Registration of Suppliers 2026
District Secretariat, Trincomalee

Goods		
Code	Description	Tick (v)
Stationaries		
G 1	All kinds of Office Stationary	
G 2	Books Magazines and Other Publications	
Communication & Electronic Equipment		
G 3	Telephones, Intercom and Network systems, CCTV Cameras, Routers	
G 4	Desktop Computers, Laptops, Printers, Scanners, spare parts & Storage devices	
G 5	Fax machine, Photocopy Machine, Roneo, Duplo Machine, Fingerprint Scanners, and Accessories	
G 6	Multimedia projector, camera, video recorder, smart board, and other equipment.	
G 7	Toner, Ribbon, Ink Cartridge	
G 8	Computer Software	
G 9	Sound system - Amplifier, Buffer set, Microphone,	
Furniture		
G 10	Steel, Wood & Plastic Furniture	
Electrical Appliances & Fittings		
G 11	Air Conditioner & Related Goods.	
G 12	Generator & Transformers	
G 13	Electrical Goods – Fans, Kettle, Rice Cooker, TV, Washing Machine, Iron, Refrigerators, Sewing Machines, Water Purifier, etc.	
G 14	Lamps, Fittings, Bulbs, Wires & Cables, Plugs, etc.	
Consumables		
G 15	Cleaning Equipment & Sanitary Items - Floor Mats, Brooms, Eakle Brooms, Mops, Bathroom & Tile Cleaning Liquids, Air Fresheners, Soaps, Hand Sanitizers, etc.	
G 16	Nylon Ropes, Packing item, Disposable cups & Disposable packets etc.	
Food items		
G17	Sugar, Tea powder, Milk powder	
G18	Short eats & Refreshment	
G19	Lunch & Dinner (Vegetarian / Non-Vegetarian)	
G 20	Water bottles and soft Drinks (Milk packet, Milo packets, yogurt & Soda items)	
Material Clothing Uniforms & Accessories		
G 21	Clothing Material (Woven & knitted / polyester / Cotton / Viscos & other materials) and Cloths (T-shirts) and Uniforms & Uniform Material	
G 22	Beddings , Mosquito nets (Bed sheets, Pillow cases , Pillow, Serviettes, & Other bedding Material) and Towels	
G 23	Curtains , Table Cloths & Carpets	
G 24	Uniforms & Uniform Material	
G 25	Shoes , Foot wear ,Raincoats, Umbrellas, School Bags & Office Bags	

Registration of Suppliers 2026
District Secretariat, Trincomalee

Sports Material		
G 26	Sports Equipment , Medal Trophies & Cups	
G 27	Sports Uniforms, T-shirts & Caps	
Agricultural Items		
G 28	Agricultural Equipment & Tools (Water pumps & tools)	
G 29	Seeds Seedlings & Saplings	
G 30	Animals & Livestock	
G 31	Animal feed & Veterinary pharmaceutical item	
G 32	Fishery & Fishing Equipment	
Vehicle Related Goods		
G 33	Vehicle A/C	
G 34	Vehicle Tires & Tubes, Batteries & other vehicle Spare parts	
G 35	Vehicle Seat Covers, Cushions & Carpets	
Building Material & Hardware Items		
G 3	Construction Work Material – Cement, Bricks, Cement Blocks, Red Earth / Gravel, Rubble, Sand – River /Soil, Lime, Cement steels & etc.	
G 40	Roofing Material	
G 41	Flooring Material, Tiles, Tile adhesives, Sanitary Fittings & Accessories, Basins, Sinks, Taps, etc.	
G 42	Timber	
G 43	General Hardware items & Paint, Plumbing items, Water tanks, and PVC Products	
G 44	Aluminum products & Glass items - partition & Fitting materials	
Others		
G 45	General Kitchen goods - Cups & Saucers, Plates, Knives, Plastic items, etc	
G46	Music Instruments	
G 48	Pharmaceutical products (for pharmacies)	

Services		
Code	Description	Tick (v)
Installation, Maintenance & Repairs		
S 1	Building A/C Fixing, Repairing, and Service, and Refrigerator Repair	
S 2	Fixing and Repairing Intercom, CCTV, and Network Systems	
S 3	Computer maintenance and repair (Computer, printer, UPS, and related equipment)	
S 4	Photocopy machine, Fax machine, fingerprint scanner, Repair & Service	
S 5	Water Purifier Fixing, Repair & Service	
S 6	Fixing and Repairing – Elevators	
Vehicle Related		
S 7	Vehicle Repairs, Service, and Maintenance	
S 8	Vehicle A/C Repair	
S 9	Vehicle tinkering and Interior works	
S 10	Vehicle Seat cover & cushion works.	
S 11	Vehicle Insurance	
S 12	Vehicle Hire and Rent (Bus, Car, Van, JCB, etc.)	

Registration of Suppliers 2026
District Secretariat, Trincomalee

Printing & other		
S 13	All type of Printing and Book Binding , Related works - Banners, Office ID, Office Files, Name Board	
S 14	Molding & Cutting - Rubber stamps	
Buildings & Construction		
S 15	Aluminum partition and fitting	
S 16	Plumbing, Wiring, Welding, and Painting Works	
S 17	Civil works	
Others		
S 18	Cleaning Service	
S 19	Security service	
S 20	Event Management Service Providers - Stage, tent & related, Sound system & related	

I declare above given details are true, and I certify that I have accepted the conditions of the District Secretariat, Trincomalee, to register as the Goods and Services Supplier.

Date

Applicants Signature

Instructions & Conditions

- ❖ Applications should be enclosed with the following.
 1. Copy of Business Registration Certificate
 2. Applicant's ID Copy
 3. If VAT Registered, Copy of VAT Registration
 4. Copy of the ICTAD/CIDA Book for constructions.
 5. Receipt of Registration fee
- ❖ Registration fees for **Civil works (S-17 category) – Rs.1000.00**
- ❖ Registration Fees for each of the **other categories - Rs. 500.00**
- ❖ Registration fees could be directly deposited to the District Secretariat Account, Account No. 7042096, BOC
- ❖ Duly filled applications enclosed with the required documents and receipt of the registration fees could be sent by registered post to the District Secretary, District Secretariat, Trincomalee, or handed over to the Accounts Branch District Secretariat on or before December 08, 2025.
- ❖ Please indicate "Supplier Registration – 2026" on the top left corner of the envelope.
- ❖ Incomplete applications and the Applications received after the closing date will be rejected.